

**STAFF MEMBER FORM**

**ARCHDIOCESE OF INDIANAPOLIS  
ANNUAL PERFORMANCE DEVELOPMENT QUESTIONNAIRE FOR  
STAFF MEMBER**

**Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Parish, School, or Agency:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Supervisor's Title** \_\_\_\_\_

1. Please describe your accomplishments during the past year. Include projects completed, goals achieved, new assignments undertaken, and new skills mastered.
  
  
  
  
  
  
  
  
  
  
2. Please describe what you consider to be areas for improvement or growth. Include projects that need to be completed, goals that have not been achieved, and skills that need to be enhanced.
  
  
  
  
  
  
  
  
  
  
3. Please indicate any training programs or educational activities in which you have participated during the past year (in-house training programs, conferences, college courses, personal study, etc.)

4. What skills do you have which you feel could be better utilized on the job?
  
5. What are some of the things you would like to improve or change in your parish, school, or agency?
  
6. How do you feel about your working relationship with your supervisor and colleagues? (communication, availability, etc.)
  
7. What do you propose as possible goals for next year and what action will you take to accomplish these goals?

<b>Proposed Goals/Actions</b>	<b>Target Date of Completion (month/year)</b>

8. How can your supervisor or other staff members help you accomplish your proposed goals and support you in your ministry?

**Staff Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_